

CONFIDENTIAL
Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120082-4

PREPARE IN DUPLICATE

XXXXXXXXX DDS/OL/SD 24

1. TITLE OF REPORT (If a fill-in report include Form No.)

Imprest Fund

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
 PERSONNEL
 LOGISTICS
 MEDICAL
 TRAINING
 SECURITY
 FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc) Form

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 Headquarters Handbook

10. PREPARING COMPONENT (include lowest level contributing information to report)

/Finance

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-F-9	\$5.70		2		\$11.40		12		\$136.80

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$136.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

22 September Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120082-4